

June 18, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Florence County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., Friday, July 20, 2018.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Caroline Hulett via e-mail at caroline.hulett@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Caroline Hulett
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES**

OFFICE SPACE IN FLORENCE COUNTY

**Proposals will be accepted to accommodate office spaces for Adoption Services and Early Care
& Education in one location or multiple locations**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Social Services
EXAMPLES OF CRITERIA**

- **Adoption Services** total space needed is approximately 4,400 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- **Early Care & Education** total space needed is approximately 2,600 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- **Combined** total space needed is approximately 7,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
 - **Separate entrances and/or reception areas required**
- Location: Florence County
 - Preferred location(s): within a 5-mile radius of Florence County offices and interstate access
- Expected occupancy date: January 1, 2019
- Ideal set up should include, but is not limited to:
- **Adoption Services**
 - **Personnel Areas:**
 - Eight (8) private offices for professional staff of approximately 100 square feet each
 - Twenty (20) workstations for professional and administrative staff of approximately 48 square feet each
 - **Standard Support Areas:**



- One (1) large sized reception area, to accommodate up to 10 – 12 people at a time of approximately 200 square feet
 - One (1) large break room to accommodate seating for 8 – 10 people at a time of approximately 200 square feet
 - One (1) copy/print/supply room (to include cabinets or storage space for supplies) of approximately 120 square feet
 - One (1) IT closet (with wall mounted racks) of approximately 40 square feet
 - One (1) large storage closet of approximately 250 square feet
 - One (1) medium-sized conference room of approximately 250 square feet to accommodate 6 – 8 people at a time
 - One (1) large-sized conference room of approximately 350 square feet to accommodate 10-12 people at a time
- 56 parking spaces are required. State availability of reserved parking.
- **Early Care & Education**
 - **Personnel Areas:**
 - Two (2) private offices for professional staff of approximately 100 square feet each
 - Eighteen (18) workstations for professional and administrative staff of approximately 48 square feet each
 - **Standard Support Areas:**
 - One (1) large sized reception area, to accommodate up to 10 – 12 people at a time of approximately 200 square feet
 - One (1) large break room to accommodate seating for 8 – 10 people at a time of approximately 200 square feet
 - One (1) copy/print/supply room (to include cabinets or storage space for supplies) of approximately 120 square feet
 - One (1) IT closet (with wall mounted racks) of approximately 40 square feet
 - One (1) large storage closet of approximately 250 square feet
 - 46 parking spaces are required. State availability of reserved parking.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3 and 5 year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.



MINIMUM STATE REQUIREMENTS

Standard State lease must be used – a copy is available on our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., Friday, July 20, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the South Carolina Department of Social Services (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CAROLINE HULETT
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
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